

Florida Department of Transportation  
Notice to Contractors / Consultants:

The Department of Transportation is soliciting contracting and consulting services for the Design-Build projects identified below. Qualified Design-Build firms must submit a letter of interest, for each project in which they are interested, to the indicated requesting unit by the time and date indicated as the Response Deadline. It is the responsibility of the Design-Build firm to insure that the complete letter of interest is received timely.

**QUALIFICATION REQUIREMENTS:** Design-Build firms must be qualified in accordance with Rule Chapter 14-91, Florida Administrative Code. Design-Build firms shall satisfy the technical qualification requirements of Rule 14-75, and all qualification requirements of Rule Chapter 14-22, Florida Administrative Code. The Contractor or Joint Venture must be qualified in the advertised Construction Contractor Work Classes. The Contractor or Joint Venture cannot utilize subcontractors to meet the qualification requirements for the Construction Work Classes. The Design Consultant may utilize subconsultants to meet the advertised Professional Services Work Type requirements. All qualification requirements must be met prior to the Response Deadline. Two or more qualified parties submitting as a Joint Venture must meet the Joint Venture requirements of Rule Chapter 14-22, specifically Rule 14-22.007, Florida Administrative Code. Parties to a joint venture must submit a Declaration of Joint Venture, Form No. 375-020-18, and receive approval from the Department prior to the Response Deadline for letters of interest.

**CONSULTANT ELIGIBILITY:** It is a basic tenet of the Department's contracting program that contracts are procured in a fair, open, and competitive manner. The Department requires that consultants representing the Department must be free of conflicting professional or personal interests. In order to prevent potential conflicts of interest, the Department has established guidelines to be followed by design consultants. Please familiarize yourself with the requirements of Procedure No. 375-030-006, also known as: "Restriction on Consultants' Eligibility to Compete for Department Contracts". By submitting a letter of interest or bid proposal as part of a Design-Build firm, or Joint Venture, the design consultant certifies that they are in compliance with Procedure No. 375-030-006. This procedure is available at the following link: [Professional Services Publications Menu](#)

A Proposal Guaranty of not less than five percent (5%) of the total actual bid in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank, or a Surety Bid Bond made payable to the Florida Department of Transportation must accompany each bid in excess of \$150,000.00. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to DOT Form 375-020-09 furnished with the Proposal.

For those projects designated as **ADJUSTED SCORE TYPE**, letters of interest must be submitted by the end of business on the date indicated below. The letters of interest will be limited to the page limit indicated below and will clearly indicate a name, address, phone number, and e-mail address for a contact person; the key companies and personnel proposed as participating in the project; and the qualification status of the contractor and design consultant as part of the Design-Build firm. The Department will judge the relative ability of each submitting company to perform the required services based on qualification information, bonding capacity, and the letter of interest. Unless otherwise noted in the specific Design-Build advertisement, the criteria for evaluating letters of interest will include:

- 1) Past Performance Grades: Contractor, Designer, and Construction Engineering Inspection (CEI) firm, if CEI is included in contract;
- 2) Joint experience of the firms working together;
- 3) Design-Build experience of the firms;
- 4) Similar type of work experience;
- 5) The current capacity of the firms;
- 6) Time delays on past projects;
- 7) Experience of key personnel;
- 8) Safety Record;
- 9) Firm organization, resources, and location;
- 10) Environmental record;
- 11) Contractor Cooperation and Dispute History;

- 12) Other content in the Letter of Interest; and
- 13) Other categories set forth in the advertised project.

At least three Design-Build firms will be shortlisted from the received responses at the date specified below and the results of the shortlisting process will be posted on the Department's web site ([www.dot.state.fl.us/procurement](http://www.dot.state.fl.us/procurement)) at the indicated date and time. Public meeting dates and times are provided with new listed projects. All public meetings will be held in District headquarters unless otherwise noted. Changes to meeting dates and times will be updated on the website. The shortlisted firms will be provided a Request for Proposal (RFP) containing a design criteria package and requested to provide a technical proposal and price bid proposal for the project. Unless otherwise specified in the RFP, the award of the project will be determined on an adjusted total score based on both the price and technical proposal score.

For those projects designated as **LOW BID TYPE**, bid proposals must be submitted by the date and time indicated in the advertisement. For low bid type projects, an RFP may be requested by any interested party at the response address provided below. The technical proposal of the low bidder will then be reviewed to determine its responsiveness. If found to be non-responsive, the next lowest bidder will be considered. A proposal will be considered non-responsive if it does not contain all of the information and level of detail requested in the RFP. All bid openings and public meetings will be held in district headquarters unless otherwise noted. Changes to meeting dates and times will be updated under the All Advertisements link. The selection results will be posted on the Department's website ([www.dot.state.fl.us/contractsadministrationdistrict2/](http://www.dot.state.fl.us/contractsadministrationdistrict2/)) at the date and time indicated in the advertisement.

**Note:** The Department reserves the right to reject all proposals and/or to waive minor proposal irregularities.

Pursuant to Sections 120.57(3) and 337.11, Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, any person adversely affected by the agency decision or intended decision shall file with the agency both a notice of protest in writing and bond within 72 hours after the posting of the notice of decision or intended decision, or posting of the solicitation with respect to a protest of the terms, conditions, and specifications contained in a solicitation, and will file a formal written protest within ten days after the filing of the notice of protest. The required notice of protest and bond, and formal written protest must each be timely filed with the **Florida Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee St., Mail Station 58, Tallahassee, FL 32399-0458**. Failure to file a notice of protest or formal written protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**PROJECT NAME:** The construction of 5' concrete sidewalk (5' Wide by 4" Thick) on Pratt Street beginning West of Polk Street and ending at SR 100 in Starke, Bradford County

**CONTRACT NUMBER:** E2O94

**FINANCIAL PROJECT NUMBER(S):** 21149425201

**FEDERAL PROJECT NUMBER(S):** 8887-640-A

**COUNTY:** Bradford

**WORK MIX:** **Concrete Sidewalk** See below for prequalification requirements.

**BUDGET AMOUNT\*:** \$449,923.00

\*Actual commitment and final execution of this contract is contingent upon an approved legislative budget and availability of funds

**ESTIMATED CONTRACT TIME:** Not to exceed 160 days

**SELECTION PROCEDURE:** LOW BID TECHNICALLY ACCEPTABLE

**RESPONSE REQUESTED:** TECHNICAL PROPOSAL AND PRICE PROPOSAL

**PREQUALIFICATION REQUIREMENTS:**

**1) CONTRACTOR - WORK CLASS REQUIREMENTS**

Sidewalk or Drainage

**2) DESIGN – PROFESSIONAL SERVICES WORK TYPE REQUIREMENTS**

3.1 - Minor Highway Design

**TECHNICAL QUESTIONS SHOULD BE ADDRESSED TO:**

<http://www2.dot.state.fl.us/construction/bidquestionmain.asp>.

**RESPONSE PROCEDURE:** The Technical Proposal shall be bound with tabs labeled Section 1 through 8 with the information, paper size and page limitation requirements listed below:

A copy of the "Complete Written Proposal, including plans" and must also be submitted in PDF format on a CD with a minimum font size of twelve (12). BIND AS INEXPENSIVELY AS POSSIBLE, WE WILL NOT BE RETURNING UNUSED DOCUMENTS TO YOU.

Submit (1) original and (4) copies of the Technical Proposal.

THE WRITTEN TECHNICAL PROPOSAL BOX SHALL BE IDENTIFIED WITH THE CONTRACT NUMBER, COMPANY NAME, CLEARLY MARKED "TECHNICAL PROPOSAL," AND DELIVERED IN A SEPARATE SEALED PACKAGE

Submit (1) original Price Proposal.

THE PRICE PROPOSAL PACKAGE SHALL BE IDENTIFIED WITH THE CONTRACT NUMBER, COMPANY NAME, CLEARLY MARKED "PRICE PROPOSAL," AND DELIVERED IN A SEPARATE SEALED PACKAGE

THE TECHNICAL PROPOSAL AND PRICE PROPOSAL SHALL BE DELIVERED TO: Florida Department of Transportation, District 2, Attention Patsy Elkins, 1109 S. Marion Avenue, Lake City, Florida 32025-5874

**DBE/MBE REQUIREMENTS:** THE DEPARTMENT HAS ASSIGNED AN 8.18% DBE AVAILABILITY GOAL TO THIS PROJECT.

**SPECIAL NOTES:** Firms interested in being considered for the project should request a project package (Project Criteria and Request for Proposal) by submitting the Fax Order Form found on the District Two District Contracts website located at: <http://www.dot.state.fl.us/contractsadministrationdistrict2>. Project packages will be e-mailed to those firms that have requested them.

Bid proposals with technical proposals will be due to the District Two Contracts Office as advertised in the Calendar of Events on or before 2:00 p.m. No late bids with technical proposals will be accepted after the 2:00 p.m. deadline of the bid due date.

<b>ADVERTISEMENT DATE:</b>	<b>April 19, 2011</b>	
<b>LAST DATE TO ASK QUESTIONS:</b>	<b>June 17, 2011</b>	<b>Time: 5:00 PM</b>
<b>FDOT ANSWERS TO QUESTIONS DATE:</b>	<b>June 22, 2011</b>	<b>Time: 5:00 PM</b>
<b>*TECHNICAL PROPOSAL DUE DATE:</b>	<b>June 28, 2011</b>	<b>Time: 2:00 PM</b>
<b>*PRICE PROPOSAL DUE DATE:</b>	<b>June 28, 2011</b>	<b>Time: 2:00 PM</b>
<b>*TECHNICAL REVIEW MEETING NO. 1</b>	<b>July 11, 2011</b>	<b>Time: 10:00 AM</b>
<b>*TECHNICAL REVIEW MEETING NO. 2</b>	<b>July 13, 2011</b>	<b>Time: 1:30 PM</b>
<b>*SELECTION COMMITTEE MEETING:</b>	<b>July 19, 2011</b>	<b>Time: 8:30 AM</b>
<b>POSTING OF AWARD:</b>	<b>July 19, 2011</b>	<b>Time: 4:15 PM</b>

\*Denotes Public Meeting

**RESPOND TO:**

FLORIDA DEPARTMENT OF TRANSPORTATION - DISTRICT 2  
1109 S. MARION AVENUE – MS 2015  
LAKE CITY, FLORIDA 32025-5874  
**ATTENTION:** Patsy Elkins  
**PHONE:** 386-758-3703